

# MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VN – **Consular Associate ACS**

Office: HR

No. 050/12

Date: 03/07/12

Reference: N/A

**OPEN TO:** U.S. Citizen Eligible Family Members (AEFMs) currently residing in Ecuador (see exception for U.S. Eligible Family Members under additional criteria item 2)

**POSITION:** Consular Associate ACS  
Full-performance level: FP-6  
Developmental level\*: FP-7 (\*See additional criteria item 6)

**OPENING DATE:** March 8, 2012

**CLOSING DATE:** March 22, 2012 (COB)

**WORK HOURS:** Full time (40 hours/week)

**SALARY:** Not-Ordinarily Resident: (FP grade is confirmed by Washington)  
Full-Performance: FP-6: US\$ 44,737 p.a. (starting salary)  
Developmental level: FP-7: US\$ 39,994 p.a. (starting salary)

**START DATE:** Position must be ready to start by June 18, 2012.

**Note 1:** **Only U.S. Citizen eligible family members (AEFM) as defined below of the U.S. government employees assigned to the mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority does have to be officially assigned to Post.**

**Note 2:** All positions advertised are subject to availability of funds.

## **IMPORTANT REMARKS:**

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Embassy in Quito is seeking an Eligible Family Member (EFM) for employment in country for the position of Consular Associate American Citizen Services (ACS) in the Consular Section.

## **BASIC FUNCTION OF POSITION**

Incumbent will serve as one of the two Consular Associates in the Consular Section, responsible for a variety of Non-Immigrant Visa Services and American Citizen Services duties. Incumbent must be a dynamic, energetic individual willing to do a wide variety of tasks as determined by often unpredictable and varied workflow.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Embassy internet

<http://ecuador.usembassy.gov/news/job-opportunities.html>

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. If you submitted previous applications, you will still need to provide documentation for this position.**

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### **CONSULAR ASSOCIATE FP-6**

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- a. **Education:** High school diploma is required.
  - b. **Experience:** One year of consular work experience within the last five years is required.
  - c. **Language:** Level IV (Fluent) written/spoken English and Spanish Level II (Limited knowledge) spoken are required. Applicant must attach the English and Spanish proficiency test report from Bloomfield Language School for the application to be considered (see below in section "To apply" for details).
  - d. **Knowledge:** Successful *prior completion* of 31-day Consular Course PC530 is required. (Send copy of the Consular Training Course Certificate for consideration to the job and passing score sheet at time of hiring. Applicants must pass the course *before* they can be considered qualified. The course is not offered *after* selection.)
  - e. **Skills:** Must have good working knowledge of Microsoft Office Programs, ability to multitask, effective communication and good interpersonal skills. (These will be tested)
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### **CONSULAR ASSOCIATE FP-7**

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- a. **Education:** High school diploma is required.
- b. **Experience:** At least 6 months of customer service. No prior consular work experience within the last five years is required.

- c. **Language:** Level IV (Fluent) written/spoken English and Spanish Level II (Limited knowledge) spoken are required. Applicant must attach the English and Spanish proficiency test report from Bloomfield Language School for the application to be considered (see below in section “To apply” for details).
- f. **Knowledge:** Successful *prior completion* of 31-day Consular Course PC530 is required. (Send copy of the Consular Training Course Certificate for consideration to the job and passing score sheet at time of hiring. Applicants must pass the course *before* they can be considered qualified. The course is not offered *after* selection.)
- d. **Skills:** Must have good working knowledge of Microsoft Office Programs, ability to multitask, effective communication and good interpersonal skills. (These will be tested)

## SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFM's who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed US Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The developmental level will be based on the qualifications and experience of the applicant; minimum time of developmental level 52 weeks on the job.
7. **The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.**
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes test results.
9. Employment eligibility criteria for this position were established by the hiring supervisor.
10. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
11. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.
12. The candidate must be able to obtain and hold a **secret security** clearance.

## TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Employment (DS-0174); or
2. A current resume or curriculum vitae that provides the same information as an DS-0174; plus:
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application and clearly mark the preference on the application or curriculum. To claim veteran's preference applicant must meet all the criteria given by the Office of Personnel Management (OPM). HR will review all DD-214 forms against OPM requirements.
4. Ecuadorian work and/or Residency permit required with application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
6. Language report from Bloomfield Language School, Alemania N30-169 y Vancouver, tel. 2548-624 or 2902791. For applicants living abroad see details under:  
<http://ecuador.usembassy.gov/news/job-opportunities/language-testing-policy.html>

## SUBMIT APPLICATION TO

- 1) Per email (preferred method)  
E-mail: [hroquito@state.gov](mailto:hroquito@state.gov)
- 2) Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)  
American Embassy  
Avigiras E12-170 y Av. Eloy Alfaro  
Attention: Human Resources

## DEFINITIONS

1. **US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. **EFM:** An individual related to a US Government employee in one of the following ways:
  - Spouse;

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

EFMs without US Social Security Numbers are also OR. All OR employees, including US Citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: March 22, 2012**

The US Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cons: JSavage  
HRS: PDurango  
FMO: TSchmitz